



OWENS VALLEY CAREER DEVELOPMENT CENTER

Economic Development, Family Literacy, Language Program,
Tribal TANF, Career Education
2574 Diaz Ln. – P.O. Box 847 – Bishop, CA 93514 – 760-873-5107

Dear Applicant:

Thank you for your interest in employment opportunities at Owens Valley Career Development Center. In order to expedite the selection process, please verify that your application is complete before submitting it to our office. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. Incomplete applications will not be processed. Do not forget to:

- Answer every question on the Employment Application and the Authorization to Release Information and Notification of Intent to Conduct an Investigative Background Check form. **It is not acceptable to complete the application with statements like, “See/Refer to Resume” or “See Attached”.**
- Submit a current DMV printout of your driving record. (This can be obtained at your local DMV office.)

Applications may be submitted via postal mail, fax, or e-mail. (All applicants must submit a handwritten signature on the Authorization form.) You may submit applications to:

OVCDC
P.O. Box 847
Bishop, CA 93515
Fax: (760) 873-7210
E-mail: hr@ovcdc.com

Owens Valley Career Development Center

The Owens Valley Career Development Center commits itself to building nations through strengthening families.

Programs offered are designed to assist Native Americans in achieving their educational and career goals through the provision of a number of services and programs focusing on self sufficiency. In effect, the center provides “one-stop” shopping for education.

The Owens Valley Career Development Center (OVCDC) began in 1979, in Bishop, CA with a charter that established it as an Adult Education Program. Its original funding source was the Bureau of Indian Affairs, which provided financial aid and assistance to students attending two and four year institutions. This has since evolved into an organization providing a variety of programs designed to promote economic opportunities and educational advancement. Owens Valley Career Development Center is governed by a seven member board comprised of members of the Bishop, Big Pine and Lone Pine Tribes.

Tuniwa Nobi Family Literacy

The Tuniwa Nobi Family Literacy program dedicates its services to strengthening Native families by offering educational experiences that incorporate the local Native culture, language and traditions

Career Education (accredited post-secondary programs)

Career Education offers a variety of certificate programs designed to equip the student with the theory and skills needed for education that leads to employment opportunities. All programs are accredited and are preparatory for an Associate of Arts degree from participating colleges.

Tribal Temporary Assistance to Needy Families

Tribal TANF offers the close community support that Native ancestors valued. Many positive actions can be accomplished when support is offered, and accepted, through building on traditional beliefs. It is the goal of Tribal TANF to offer families opportunities for self-sufficiency through education and training and to encourage strong family units.

Paiute Language Project

The goal of this program is to develop and promote the Native Paiute language in an educational setting. The program focuses on the relationship of the Paiute language and the cultural heritage of the Paiute nation through language development

OWENS VALLEY CAREER DEVELOPMENT CENTER

EMPLOYMENT APPLICATION

Date: _____ Phone Number/Home: _____ Message: _____

Name: _____
Last First Middle Initial

Address: _____
P.O. Box/Street City State Zip Code

Current Driver Lic. #: _____ State Issued: _____ Expiration Date: _____

Position(s) Applied For: _____ Location(s): _____

Date you can start: _____ Salary Desired: _____

How did you hear about this position? (Please be specific): _____

Are you a member of a recognized Indian Tribe or Band? Yes* No

If yes, please give the name of Tribal Affiliation and Enrollment Number: _____

*** Attach proof of enrollment.**

Do you serve on an Indian Tribal Council or serve on an elected or appointed committee of a Tribe? Yes No

If yes, please explain: _____

Can you provide proof of authorization to work in the U.S.? Yes No

Are you at least 18 years of age: Yes No

Have you been convicted of a felony or misdemeanor in the last seven (7) years? Yes No

If yes, explain, including state and county of conviction: _____

Have you ever applied to this company before? Yes No When? _____

Have you served in the U.S. military service? Yes No Rank and Branch: _____

Are you currently serving in the United States military service, National Guard or Reserves? Yes No If yes, please describe: _____

Describe any specialized volunteer work, training, skills, tools, professional recognition/registration, or other Job related activities: _____

What experience do you have working with Native American communities? _____

Do you have any family members working for Owens Valley Career Development Center? () Yes () No If yes, please describe: _____

EDUCATION:

	Name and Location of School	Subjects Studied	Diploma/ Degree Earned
High School			Graduated () Yes () No
College or University			Degree
Graduate/Other Education			Degree
Professional Licenses			

EMPLOYMENT EXPERIENCE (Start with your most recent position.):

Employer: _____ Phone No: _____

Mailing Address: _____

Dates Employed: _____ Last Salary: _____ Job Title: _____

Immediate Supervisor and Title: _____

Work Performed: _____

Reason for Leaving: _____

Employer: _____ Phone No: _____

Mailing Address: _____

Dates Employed: _____ Last Salary: _____ Job Title: _____

Immediate Supervisor and Title: _____

Work Performed: _____

Reason for Leaving: _____

Employer: _____ Phone No: _____

Mailing Address: _____

Dates Employed: _____ Last Salary: _____ Job Title: _____

Immediate Supervisor and Title: _____

Work Performed: _____

Reason for Leaving: _____

Please explain any gaps in work history: _____

REFERENCES: List the names of three (3) persons not related to you, whom you have known at least one year.

Name	Business/Title	Address/Phone No.	Years Acquainted
1.			
2.			
3.			

I certify that the information contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give the Owens Valley Career Development Center any and all information concerning my previous employment and any pertinent information they may require, personal or otherwise. I also hereby release all parties from any and all liability for any damage that may result from furnishing the same to OVCDC. I understand and agree that, my employment at OVCDC is "at will" and for no definite period of time. Either OVCDC or its employees may terminate employment at any time, with or without cause, with or without notice and for any reason or for no reason. I further understand that I may be required to take a pre-employment drug test and will undergo a thorough background check investigation. **I also understand that an interview does not imply that I have met the minimum threshold requirements.**

APPLICANT'S

SIGNATURE: _____ DATE: _____

This form has been designed to comply with state and federal fair employment practice laws prohibiting employment discrimination. The Owens Valley Career Development Center is an equal opportunity employer within the confines of the Indian Self-Determination and Education Assistant Act, P.L. 93-638, a amended. The Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40, but less than 70 years of age.

This application for employment is good for 90 days only. Consideration for employment after 90 days requires a new application.

**OWENS VALLEY CAREER DEVELOPMENT CENTER
 AUTHORIZATION TO RELEASE INFORMATION AND NOTIFICATION OF INTENT TO CONDUCT AN
 INVESTIGATIVE BACKGROUND CHECK**

Name: _____ **Date:** _____

Other Names used (i.e. Maiden Name): _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Social Security Number: _____ **Date of Birth:** _____

Schools Attended and Dates of Attendance: _____

City and State of School(s): _____

I hereby authorize and request any present or former employer, school, credit agency, law enforcement agencies, criminal records, or other persons having personal knowledge about me to furnish Owens Valley Career Development Center and their authorized agents with any and all information in their possession regarding me in connection with an application for employment. I agree that a photocopy of this authorization will be accepted with the same authority as the original, and I specifically waive any written notice from any present or former employer who may provide information based upon this authorized request. I understand this authorization is part of the written application, which I have submitted. I certify that all the statements and information on my employment application are accurate and complete, and I understand that any employment offer is based upon the accuracy of this information. Any false statements, omissions, or inaccuracies of this application will be just cause for my disqualification or dismissal. I also hereby release all parties from all liability for any damage that may result from furnishing the same to OVCDC. Background Checks that I authorize are:

- Reference Check (completed by OVCDC HR)
- DMV Check
- First Check -Social Security Number Validation*
- Instant County Locator -Address Verification*
- Criminal Court Record – county(ies)_____felony and misdemeanor*
- Department of Justice Life Scan
- Educational Background Check*
- Credit Report (*Financial Positions Only*)*

* indicates checks to be completed by third party (ADP) @www.avert.com

I waive my rights to receive a copy of public record information

Signature

Date

For Internal Use only

Approved

Not Approved

Authorization 1/2005